

**ARIZONA REGION  
of  
USA VOLLEYBALL**

**BY-LAWS**

Revised November, 2018

# ARIZONA REGION of USA VOLLEYBALL

## BY-LAWS

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# **ARIZONA REGION of USA VOLLEYBALL**

## **BY-LAWS**

### **Vision.**

The vision of the Arizona Region of USA Volleyball is to be acknowledged as the leader in volleyball in Arizona.

### **Mission.**

The mission of the Arizona Region of USA Volleyball is to promote, govern, oversee, plan, and coordinate amateur indoor and outdoor volleyball in the Arizona Region, in order to provide a variety of opportunities for all interested parties to participate in a safe, positive, and appropriately competitive environment.

## **Chapter I. Membership**

### **Section 1. Eligibility.**

Membership in the Arizona Region of USA Volleyball is open to all individuals.

### **Section 2. Term of Active Membership.**

Active membership in the Arizona Region is only valid during the current USA Volleyball season. Memberships must be renewed each year.

### **Section 3. Member in Good Standing.**

#### **A. Players.**

To remain a member in good standing in the Arizona Region, a player must:

1. Be current in all his/her financial obligations to the Region
2. Be a registered member of the Arizona Region for the current season
3. Not be under any disciplinary action with any region or USA Volleyball
4. Have attended all of the required officiating and/or scoring clinics

#### **B. Officials**

To remain a member in good standing in the Arizona Region, an official must:

1. Be current in all his/her financial obligations to the Region
2. Be a registered member of the Arizona Region for the current season with a current background screen and a current SafeSport Certification.
3. Not be under any disciplinary action with any region or USA Volleyball
4. Have attended all of the required officiating and/or scoring clinics
5. Have satisfied all obligations to the Region regarding his/her status as an official

#### **C. Club Directors**

To remain a club director in good standing in the Arizona Region, a club director must:

1. Be current in all his/her financial obligations to the Region
2. Be a registered member of the Arizona Region for the current season with a current background screen and a current SafeSport Certification.
3. Not be under any disciplinary action with any region or USA Volleyball
4. Have signed and not in violation of any provision of the Junior Club Director Agreement
5. Have attended in person or designated another representative of the club to attend the Annual meetings of the Junior Forum.

#### **D. Coaches**

To remain a coach in good standing in the Arizona Region, a coach must:

1. Be current in all his/her financial obligations to the Region

2. Be a registered member of the Arizona Region for the current season with a current background screen and a current SafeSport Certification.
3. Not be under any disciplinary action with any region or USA Volleyball
4. Be at minimum IMPACT certified prior to the first tournament and thereafter have attended a coaching recertification clinic at minimum once every three years (or 4 years if CAP certified) to remain current in his/her coaching certification.

E. Members in general

The Arizona Region will honor any court decision, including Small Claims Court, rendered against any junior or adult member for financial obligations to any Arizona Region club or to the Arizona Region.

**Section 4: Club in Good Standing**

To be a club in good standing in the Arizona Region, a club must:

1. Be current in all financial obligations with the Arizona Region
2. Require and enforce that everyone associated with the club be a registered member of the Arizona Region for the current season
3. Require and enforce that all coaches be in compliance with the Arizona Region Coaches Education Policy.
4. Anyone in the role as the club director must not be under any disciplinary action from any region or USA Volleyball for the past 3 years

**Chapter II. Board of Directors.**

**Section 1. Eligibility.**

All members of the Board of Directors must be regular members of the Arizona Region in good standing. Eligibility requirements for each position on the Board of Directors are described in the Constitution. (See Article VI.)

**Section 2. Composition.**

The Board of Directors shall consist of the following positions:

- A. Commissioner
- B. Commissioner Emeritus
- C. Secretary
- D. Treasurer
- E. Officials' Division Coordinator
- F. Adult Division Coordinator
- G. Junior Division Coordinator

**Section 3. Term of Office**

All members of the Board of Directors are elected for a 3-year term. The elections are staggered so that not more than 2 elections will be held in any one year. Election procedures can be found in the Best Practices Chapter VIII. Section 1 and 2.

Members of the Board of Directors may succeed themselves in their position until such time as they decide not to run for their position, are defeated in their election or are removed from office.

The Commissioner Emeritus is not an elected position and will serve a two (2) year term following the conclusion of their term as Commissioner. Following the two (2) year term the Commissioner Emeritus will serve at the pleasure of the Commissioner.

The Treasurer is not an elected position and will be appointed by the Commissioner.

#### **Section 4. Duties.**

The duties of each of the members of the Board of Directors shall be as follows:

A. The Commissioner

The Commissioner shall adhere to Region policy, manage and direct all activities of the Commissioner's Division, to include the following areas:

1. Qualifications  
Qualifications for this position can be found in the Arizona Region Constitution, Article VI.
2. Administrative
  - a. Manage the administrative and operational activities of the Arizona Region.
  - b. Define the responsibilities, appoint and supervise each of the following positions:
    1. Office Manager
    2. Office Staff
    3. Manager of the Website
    4. Social Media Director
    5. Marketing Director
    6. Ethics and Compliance Officer
    7. SafeSport Director
    8. Outreach Director
    9. High Performance Director
    10. Beach Director
    11. Special Projects
  - c. Enhance and maintain relations with all other USA Volleyball Regions.
  - d. Serve as a resource to all other positions on the Board of Directors or committee members in carrying out the prescribed duties of their positions.
  - e. Work with clubs or other entities applying to host national or zonal level tournaments.
  - f. Review and approve or deny event sanctioning of local and national level events in Arizona.
  - g. Implement directives from USAV Staff and RVAA.

3. Representation
  - a. Attend either in person or by conference call, all meetings of the Arizona Region Board of Directors
  - b. Attend the annual Arizona Region Board and Staff Retreat
  - c. Attend the two (2) Regional Volleyball Association Assembly (RVAA) meetings each year. If unable to attend an RVAA meeting, the Commissioner will appoint a principal representative to attend and represent the Arizona Region.
  - d. Be willing and available to participate on at least 1 RVAA committee.
  - e. Coordinate with the Junior Division Coordinator implementing programs, ideas and policies from the USA Volleyball Junior Assembly (JA).
  - f. Develop an understanding of the Girls Junior National Qualifiers and Boys Bid Tournaments; how they work and the benefits of participation in the qualifier process.
  - g. Attend the Junior Division Committee meetings and be knowledgeable about junior issues.
  - h. Attend the Officials' Division meetings and be knowledgeable about officials' issues.
  - i. Demonstrate a commitment to the growth and development of volleyball; junior and adult teams; male, female and co-ed; indoor and outdoor.
  - j. Demonstrate a commitment to the growth and development of both the Indoor and Beach/Sand Divisions of USA Volleyball.
  - k. Foster the professional growth opportunities for officials and coaches in association with their respective Division Coordinators.
4. Meetings
  - a. Schedule, organize and conduct meetings of the Board of Directors of the Arizona Region of USA Volleyball
  - b. Coordinate with the Office Staff to schedule, organize and conduct the annual Board/Staff Retreat.
  - c. Coordinate with the Office Staff to schedule, organize and conduct the Annual Fall General Assembly.
5. Communication
  - a. Be responsible for all forms of communication including, but not limited to:
    1. All communication directly with the membership
    2. All communication with Arizona Region Division leadership.
  - b. Report regularly at Board meetings and through the Arizona Region Newsletter, actions and activities of the Region Office.
  - c. Be willing and able to engage in community interaction to enhance the continued growth of the Arizona Region by
    1. Fostering communication between the Arizona Region and Arizona academic institutions.

2. Developing relationships with other volleyball organizations as well as other sport-related entities.
  3. Defining and communicating the scope and responsibilities of Arizona Region Junior volleyball clubs and programs.
  4. Mentoring, monitoring and assessing the development of newly formed Adult and Junior programs.
  - d. Write a minimum of one (1) article for every edition of the Arizona Region newsletter.
6. Documentation
    - a. Be knowledgeable of all membership forms and documentation as required by USA Volleyball
    - b. Have a working knowledge of the Regional database and National registration system.
    - c. Have a working knowledge of the registration process, insurance certificates and policies as they pertain to membership and eligibility.
  7. Disciplinary
    - a. Conduct Office personnel investigations of dereliction or malfeasance.
    - b. Chair the Appeals Committee of the Ethics and Compliance Committee
  8. Finance
    - a. Develop, oversee and maintain all phases of the Commissioner's budget
  9. Miscellaneous
    - a. All other duties as assigned by the Arizona Region Board of Directors.
    - b. Perform other duties and responsibilities as necessary to carry out the charges of the office.
- B. The Commissioner Emeritus
- The Commissioner Emeritus shall adhere to Region policy and USAV requirements, manage and direct the following areas:
1. Qualifications
 

The qualifications for the Commissioner Emeritus position can be found in the Arizona Region Constitution, Article VI.
  2. Administrative
    - a. Be available as a mentor or consultant to the newly elected Commissioner for a period of two (2) years or longer at the discretion of the Commissioner.
    - b. Be available to sit on the Ethics & Compliance Committee as needed by the Ethics and Compliance Officer.



- c. Be available to chair the Nominating Committee, direct and coordinate the Region elections for the Board of Directors, Officials' Division At-Large members and the Junior Committee
    - d. Serve as a resource to all other positions on the Board of Directors or committee members in carrying out the prescribed duties of their position.
  - 3. Representation
    - a. Attend, either in person or by conference call, all meetings of the Region Board of Directors.
    - b. Be available to attend the Regional Volleyball Association Assembly (RVAA) meetings, if requested by the Commissioner.
  - 4. Meetings
    - Be available to "Chair" any meetings in the absence of the Commissioner.
  - 5. Communication
    - Report regularly at Board meetings and through the Arizona Region newsletter, all actions and activities of the Region.
  - 6. Miscellaneous
    - a. All other duties as assigned by the Region Board of Directors
    - b. Perform other duties and responsibilities as necessary to carry out the charge of the office.
- C. The Secretary
- The Secretary shall adhere to Region policy and USAV requirements and manage all areas of corporate communication and document management.
- 1. Qualifications
    - The qualifications of the Secretary can be found in the Arizona Region Constitution, Article VI.
  - 2. Administrative
    - a. Manage the administrative and operational activities of the Arizona Region.
    - b. Prepare and distribute the Board of Directors meeting agenda in a timely manner to the Board members.
    - c. Prepare and distribute draft meeting minutes in a timely manner to members of the Board of Directors and publish approved minutes on the Region website.
    - d. Update, record and publish all corporate manuals. File annual and/or updated corporate documents with the appropriate governmental agencies, as required.

- e. Advise the Board of Directors of any communications regarding regional operations and management from USA Volleyball.
  - f. Enhance and maintain relations with all other USA Volleyball Regions.
  - g. Serve as a resource to all other positions on the Board of Directors or committee members in carrying out the prescribed duties of their positions
  - h. Advise the Board of Directors of any problem that could affect the Arizona Region.
3. Representation
- a. Attend, either in person or by conference call, all meetings of the Board of Directors.
  - b. Attend the annual Arizona Region Board and Staff Retreat
  - c. Provide and present a membership report for the General Assembly.
  - c. Report all information and proposals to the Board of Directors related to communication
4. Meetings
- a. Prepare and distribute the agenda for the next Board of Directors meeting to the Board members at least three days prior to the meeting.
  - b. Act as Chair of the Board of Directors meeting in the absence of the Commissioner and Commissioner Emeritus
5. Communication
- a. Be responsible for all forms of communication from USA Volleyball to leadership and membership.
  - b. With the Treasurer, prepare and publish the Annual Report for the General Assembly
  - c. Be responsible for communication with other USAV Regions, as needed.
6. Documentation
- a. Be knowledgeable of all membership forms and documentation as required by USA Volleyball
  - b. Be knowledgeable of the Regional database, National registration system and Member Services Department of USA Volleyball
  - c. Be knowledgeable of the registration process, insurance certificates and policies as they pertain to membership and eligibility.
7. Disciplinary
- Assist the Ethics and Compliance Officer with Region investigation of misconduct, as requested
8. Finance
- Develop, oversee and maintain all phases of the Secretary's budget.

9. Miscellaneous
  - a. All other duties as assigned by the Region Board of Directors
  - b. Perform other duties and responsibilities as necessary to carry out the charges of the office.

D. Treasurer

The Treasurer shall adhere to Region policy and USAV requirements, manage and direct all activities of the Officials' Division, to include the following areas:

1. Qualifications  
The Qualification for the Treasurer can be found in the Arizona Region Constitution, Article VI.
2. Administrative
  - a. Oversee the financial activities of the Arizona Region.
  - b. Serve as a resource to all other positions on the Board of Directors or committee members in carrying out the prescribed duties of their position.
  - c. Work with all Division Coordinators and Program Directors to prepare and maintain budgets for their Division/Program
  - d. Have access to and be able to use all necessary technology to perform the duties of the Treasurer.
  - e. Review accounts payable, accounts receivable, monthly bank statements, reconciliation reports and credit card statements of the Region a minimum of once each month.
  - f. Prepare and present a financial status report and investment review for the Board of Directors at each meeting.
  - g. Prepare the necessary documents to provide the Region Accountant for the annual tax returns.
  - h. With the Secretary, prepare and publish the Annual Report for the General Assembly
3. Representation
  - a. Be able to attend, either in person or by conference call, all meetings of the Region Board of Directors.
  - b. Attend the annual Arizona Region Board and Staff Retreat.
  - c. Prepare and report the Treasurer's report at the General Assembly
  - d. The Treasurer is the liaison between the Region and the Accountant.
4. Meetings
  - a. Meet with the Commissioner at least one week prior to every Board of Directors meeting, Annual Retreat and General Assembly
  - b. Coordinate with the Office Manager to review financial data prior to the meeting with the Commissioner and subsequent meetings/events.

5. Communication
  - a. Be responsible for all forms of communication including but not limited to:
    1. All communication between the Treasurer and the Region Office Manager.
    2. All communication between the Treasurer and other Division Coordinators and Program Directors.
    3. All communication between the Board of Directors and the Region Accountant.
    4. All communication between the Treasurer and the membership
  - b. Provide a written monthly financial report and investment review for the Board of Directors each meeting.
  
6. Documentation
  - a. Be responsible for all Region financial record keeping.
  - b. Be knowledgeable of all financial forms and financial requirements of USA Volleyball
  - c. Have a working knowledge of the financial aspects of the various divisions and programs of the Arizona Region.
  
7. Disciplinary
 

Assist the Ethics and Compliance Officer with Region investigations of misconduct, as needed.
  
8. Finance
  - a. Develop, oversee and maintain all phases of the Arizona Region annual budget.
  - b. Work with all Division Coordinators and Program Directors to prepare and maintain budgets for their Division/Program
  
9. Miscellaneous
  - a. All other duties as assigned by the Region Board of Directors
  - b. Perform other duties and responsibilities as necessary to carry out the charges of the office.
  
- E. The Officials Division Coordinator
 

The Officials Division Coordinator shall adhere to Region policy and USAV requirements, manage and direct all activities of the Officials' Division, to include the following areas:

  1. Qualifications
 

The qualifications of the Officials' Division Coordinator can be found in the Arizona Region Constitution, Article VI.

2. Administrative
  - a. Manage the administrative and operational activities of the Officials' Division Steering and Action Committees
  - b. Define the responsibilities, appoint and supervise each of the following positions within the Officials Division:
    - Steering Committee Members
      1. Referee Training Director
      2. Scorer Training Director
      3. Junior Officials Development Director
      4. Competition Assignor
      5. Beach Officials Director
      6. Head Team Leader
    - Action Committee Members
      1. Sub-Region Team Leaders (7): North, South, Metro-North, Metro-Northwest, Metro-West, Metro-South and Metro-East.
      2. Supervise the elected At-Large Action Committee Members (2)
      3. Jr Clinic Training Specialist
      4. Jr Clinic Scorer Specialist
      5. Secretary
  - c. Advise the Board of Directors of any communications from USA Volleyball or the Officials Assembly dealing with rules and/or officials
  - d. Function as the Region Rules Interpreter, fielding all rule inquiries and issuing appropriate responses from the DCR or in consult with the USAV Rules Interpreter.
  - e. Serve as a resource to all other positions on the Board of Directors or committee members is carrying out the prescribed duties of their positions.
  - f. Have access to and be able to use all necessary technology.
  - g. Be responsible for advising the Board of Directors of any problem that could affect the Arizona Region.
3. Representation
  - a. Attend, either in person or by conference call, all meetings of the Region Board of Directors.
  - b. Attend the annual Arizona Region Board and Staff retreat
  - c. Attend the USA Volleyball Officials' Assembly meetings prior to USA Open National Tournament
4. Meetings
  - a. Schedule, organize and conduct at least one meeting of the Officials' Division Steering Committee each quarter. Minutes of each meeting must be taken and distributed within 30 days of the meeting.
  - b. Schedule, organize and conduct at least one meeting of the Officials' Division Action Committee each quarter. Minutes of each

meeting must be taken and distributed within 30 days of the meeting.

- c. Organize and conduct the annual Officials' Division Breakout Session at the General Assembly.

5. Communication

- a. Be responsible for all forms of communication including but not limited to:
  - 1. All communication within the Officials Division
  - 2. All communication between the Officials Division and other Divisions in the Region
  - 3. Reporting of advancement candidacies
- b. Report regularly at Board meetings all actions and activities of the Division
- c. Report all information and proposals from the Officials' Assembly meetings to the Board of Directors.
- c. Write a minimum of one (1) article for every edition of the Arizona Region newsletter.
- d. Write, publish and distribute the "Official Stand", the Arizona Region newsletter for Officials
- e. Be the point of contact for new officials to the Arizona Region.

6. Training

- a. Development of training matrix and scheduling of Officials training clinics, to include:
  - 1. Planning and organization of clinic content and presentation
  - 2. Ongoing course content development, revision, and update utilizing current USAV DCR
  - 3. Selection, training and monitoring of trainers and clinicians
  - 4. Documentation and certification

7. Evaluation and Advancement

- a. Promote and facilitate candidate advancement development, to include:
  - 1. Annual review of competency levels of all Division officials
  - 2. Oversee the Division rating process, Rating Team and Team Leader observations, ratings and evaluations.
  - 3. Referee training and development at regional rating sites
  - 4. Scorer Training and Score sheet reviews
  - 5. Recommendation submission to National Rating process
  - 6. Candidate Review with National Rating process
  - 7. Create and maintain Regional and National Candidate "Advancement Priority List"

8. Documentation

- a. Develop, distribute, collect and/or respond to Division documentation, to include:

1. Official/Player/Coach/Director officiating requirements
  2. New USAV Adult and Junior DCR rule synopsis
  3. Verification and certification forms
  4. Arizona Region officiating guidelines
  5. Match Comment forms with official involvement
  6. Officials report and pay sheet
9. Disciplinary
- a. Conduct Division personnel investigations of misconduct
  - b. Assist the Ethics Compliance Officer with Region investigations of misconduct, as needed.
10. Finance  
Develop, oversee, and maintain all phases of Officials' Division budget
11. Miscellaneous
- a. Perform other duties as assigned by the Region Board of Directors
  - b. Perform other duties and responsibilities as necessary to carry out the charges of the office.
- F. The Adult Division Coordinator  
The Adult Division Coordinator shall adhere to Region Policy and USAV Requirements, manage and direct all activities of the Adult Division to include the following areas:
1. Qualifications  
Qualifications for the Adult Division Coordinator can be found in the Arizona Region Constitution, Article VI.
  2. Administrative
    - a. Manage the administrative and operational activities of the Adult Division.
    - b. Define the responsibilities, appoint and supervise each of the following positions within the Adult Division:
      1. Adult Division Tournament Director
      2. Adult League Director
    - c. Advise the Board of Directors of any communications from USA Volleyball dealing with adults and/or the Open National Championships.
    - d. Be responsible for rule interpretation and incident management as it pertains to the Adult Division.
    - e. Assist in the development of the Adult Sanctioned Tournament Schedule.
    - f. Assist in the development, schedule and promotion of "Friendship" tournaments.
    - g. Recruit teams to fill divisions of competition when appropriate.

- h. Coordinate and prepare items for adult tournament captain's meetings.
  - i. Serve as an arbitrator in disputes in arising at or after adult tournaments.
  - j. Serve as a resource to all other positions on the Board of Directors or committee members in carrying out the prescribed duties of their positions.
  - k. Have access to and be able to use all necessary technology.
  - l. Advise the Board of Directors of any problem that could affect the Arizona Region.
3. Representation
- a. Attend, either in person or by conference call, all meetings of the Region Board of Directors
  - b. Attend the annual Arizona Region Board and Staff Retreat
  - c. Demonstrate a commitment to the growth and development of adult volleyball including indoor, sand and other forms that benefit adults.
  - d. Be available to sit on the Ethics and Compliance Committee as requested by the Ethics and Compliance Officer.
4. Meetings
- a. Schedule, organize and conduct the Adult Team Representatives Breakout Session at the Fall General Assembly.
  - b. Schedule, organize and conduct at least one meeting of the Adult Team Representatives each season. Minutes of each meeting must be taken and published within 30 days of the meeting.
5. Communication
- a. Be responsible for all forms of communication between and among the members of the Adult Division.
  - b. Report regularly at Board meetings all actions and activities of the Division.
  - c. Report the actions and events of the Adult Division at the General Assembly.
  - d. Write a minimum of one (1) article for every edition of the Arizona Region newsletter.
  - e. Be accessible for interaction and feedback for the continued growth of the Adult division.
  - e. Give precise and concise instructions, requests and guidance to the Region Office staff regarding Adult Division issues and policies.
  - f. Outline rules of competition and site ground rules in accordance with the USA Volleyball Domestic Competition Regulations (DCR) for Arizona Region adult events.
6. Training
- Work with the Officials' Division Coordinator in preparing scoring and referee clinic and presentation for adults prior to the first tournament.



7. Documentation
  - a. Be knowledgeable of all membership types, forms and documentation as required by the Arizona Region.
  - b. Be familiar with the USA Volleyball registration system, policies and eligibility as they pertain to adult membership and participation.
  - c. Develop, distribute, collect and/or respond to Division documentation, to include:
    1. Player/team representative requirements
    2. New USAV DCR rule synopsis
    3. Membership and team registration policies and procedures
8. Disciplinary
  - a. Conduct Division personnel investigations of misconduct.
  - b. Assist the Ethics and Compliance Officer with Region investigations of misconduct, as needed
9. Finance
 

Develop, oversee and maintain all phases of the Adult Division budget
10. Miscellaneous
  - a. Perform all other duties as assigned by the Board of Directors
  - b. Perform all other duties and responsibilities as necessary to carry out the charges of the office.

G. The Junior Division Coordinator

The Junior Division Coordinator shall adhere to Arizona Region Policy and USAV Requirements, manage and direct all activities of the Junior Division and Junior Division Committees to include the following areas:

1. Qualifications
 

Qualifications for the Junior Division Coordinator can be found in the Arizona Region Constitution, Article VI.
2. Administrative
  - a. Manage the administrative and operational activities of the Junior Division and Junior Division Committees.
  - b. Report to the Board of Directors all information from the USA Volleyball Junior Assembly meetings and communications.
  - c. Develop an understanding of the Junior National Qualifiers and Bid Tournaments, how they work and the benefits of participation in the Qualifier process.
  - d. Have a thorough knowledge of tournament procedures and Arizona Region policies relating to membership, eligibility, rules, and operations as outlined in the Arizona Region Policies.

- e. Serve as a resource to other positions on the Junior Committees or committee members in carrying out the prescribed duties of their positions.
  - f. Give precise and concise instructions, requests and guidance to the to the Region Office Staff regarding Junior Division issues and policies.
  - g. Assist the Education Director with the development, scheduling and coordination of CAP and IMPACT clinics for Junior Division coaches, as needed.
  - h. Work with the Officials' Division Coordinator in scheduling and preparing junior player scoring and referee clinics and coach R1 and/or R2 training, as needed.
  - i. Distribute, review, and approve information relating to the Junior Division.
  - j. Work with clubs and other entities applying to host national, zonal and local tournaments, as needed.
  - k. Assist in the development of the Junior Sanctioned Tournament schedule.
  - l. Chair the Seeding Committee for the initial Open, Championship and Club Division tournaments.
  - m. Coordinate and prepare relevant items for inclusion into the coach and parent meetings held prior to the start of each tournament.
  - n. Be responsible for requesting, reviewing, researching and proposing ideas from players, coaches, parents and Club Directors in the Junior Division.
  - o. Have access to and be able to use all necessary technology.
  - p. Advise the Board of Directors of any problem that could affect the Arizona Region.
3. Representation
- a. Attend, either in person or by conference call, all meetings of the Arizona Region Board of Directors.
  - b. Attend the annual Arizona Region Board and Staff Retreat.
  - c. Attend all USA Volleyball Junior Assembly (JA) meetings.
  - d. Be willing and available to participate on at least one (1) Junior Assembly committee.
  - e. Enhance and maintain relations with all other USA Volleyball Junior Assembly Representatives.
  - f. Demonstrate a commitment to the growth and development of Girls, Boys, Indoor and Beach Divisions of USA Volleyball within the Junior Division of the Arizona Region.
4. Meetings
- a. Schedule, organize and conduct at least one meeting of each of the Junior Division Committee every quarter. Minutes of each meeting must be taken and provided to the Region Secretary within 30 days of the meeting for publication.

- b. Schedule, organize and conduct the Junior Forum meetings held in the spring and fall. Minutes of each meeting must be taken and provided to the Region Secretary within 30 days of the meeting for publication.
  - c. Schedule, organize and conduct the meetings of the Seeding Committee to accomplish the needed seeding for the Tournament Assigner in a timely manner. Minutes of each Seeding Committee meeting must be taken and provided to the Region Secretary within 30 days of the meeting for publication.
  
- 5. Communication
  - a. Be responsible for all forms of communication including but not limited to:
    - 1. All communication within the Junior Division.
    - 2. All communication between the Junior Division and other Divisions in the Region.
    - 3. Reporting of all Junior Committee decisions to Club Directors.
  - b. Report regularly at Board meetings all actions and activities of the Division.
  - c. Write a minimum of one (1) article for every edition of the Arizona Region Newsletter.
  - d. Write a minimum of one (1) article for every edition of the Arizona Region Club Director Newsletter.
  - e. Be responsible for regular communication with the Club Directors and players through the newsletter, the webpage and various other means.
  - f. Maintain communication with the USA Volleyball Junior Assembly (JA).
  - g. Be able and available for community interaction to enhance the continued growth of the Junior Division of the Arizona Region by:
    - 1. Fostering communication between the Arizona Region and Arizona high schools.
    - 2. By sharing information with the Region Office concerning competing junior volleyball organizations.
  
- 6. Documentation
  - a. Be knowledgeable of all membership forms, documentation and eligibility requirements of the Arizona Region.
  - b. Be familiar with the USA Volleyball National registration system and membership and eligibility policies as they pertain to the junior membership and participation.
  
- 7. Disciplinary
  - a. Conduct Division personnel investigations of misconduct, as applicable.

- b. Assist the Ethics and Compliance Officer with Region investigations of misconduct.
- 8. Finance
  - a. Develop, oversee, and maintain all phases of Junior Division budget.
- 9. Miscellaneous
  - a. All other duties as assigned by the Region Board of Directors.
  - b. Perform other duties and responsibilities necessary to carry out the charges of the office.

### **Chapter III. Divisions.**

#### **Section 1. Authority.**

- A. Policies and procedures for each Division shall be published in either the Best Practices Manual, the Policies Manual or any other publication deemed appropriate by the Board of Directors. The names of the leadership of each Division shall be printed annually in a publication of the Region.
- B. Vacancies in the position of any Division may be filled by appointments made in the same manner as provided in the case of the original appointments.
- C. Quorum. Unless otherwise provided in the resolution of the Board of Directors designating a Division, a majority of the entire Division shall constitute a quorum. The majority of votes cast on any action item with a quorum present shall determine its disposition. Unless an exception is granted by the Board of Directors, proxy or absentee voting shall not be permitted in the transaction of business by any structure.
- D. Policies and Procedures. Each Division may adopt policies and procedures for its own governance consistent with these Constitution, By-laws and/or other policies and procedures adopted by the Board of Directors.

#### **Section 2. Accountability.**

- A. The Coordinators of each Division shall be accountable to the Commissioner, the directors/team reps/officials in their respective areas and ultimately to the membership.
- B. A Division may take direct action on any matter that concerns its charge and affects only its operation. Any action affecting the mission of the Region, policy of the Board of Directors, and/or fiscal responsibilities of the Region must be considered by the Board of Directors.

### **Section 3. Missions.**

- A. Commissioner's Division  
This Division is responsible for coordinating and supervising the activities and programs of the Region.
- B. Secretary  
This Secretary is responsible for the internal and external communication of the Region.
- C. Treasurer  
The Treasurer shall coordinate the budget and other fiscal endeavors of the Region.
- D. Officials' Division  
This Division is responsible for supervising the development, certification and assignment of volleyball referees and scorers, as well as other support officials, at the national, zonal and regional levels.
- E. Adult Division  
This Division is responsible for the general supervision of adult volleyball programs in the Region. In addition, the Division shall coordinate a program of development and competition on local, zonal and national levels and interpret policies, practices and legislation pertinent to adult activities.
- F. Junior Division  
This Division is responsible for the general supervision of junior volleyball programs in the Region. The Division shall coordinate a program of development and competition on local, zonal and national levels and interpret policies, practices and legislation pertinent to junior activities. In addition, the Division is responsible for supervising the education, development and certification of the coaches.

### **Section 4. Staff.**

Unless otherwise specified, staff members of the Arizona Region will fall under the supervision of one of the members of the Board of Directors as listed below:

- A. Commissioner  
The Staff of this Division will consist of:
  - 1. Office Manager
    - a. Office Staff
  - 2. Manager of the Web Site
  - 3. Marketing Director
    - a. Fundraising Director
    - b. Sponsorship Director
  - 4. Social Media Director
  - 5. Ethics and Compliance Officer
    - a. Ethics & Compliance Committee

- 6. SafeSport Director
  - 7. Outreach Director
  - 8. Coach's Education Director
  - 9. High Performance Director
  - 10. Beach Director
    - a. Junior Beach Director
  - 11. Special Projects
- B. Secretary
  - C. Treasurer
  - D. Officials' Division Coordinator
    - 1. Training Committee
      - a. Referee Training Director
      - b. Scorer Training Director
      - c. Jr Clinic Training Specialist
      - d. Jr Clinic Scorer Specialist
    - 2. Junior Officials Development Director
    - 3. Competition Assignor
    - 4. Head Team Leader
      - a. Team Leaders
    - 5. Official's Division Action Committee
  - E. Adult Division Coordinator
    - 1. Men's Representative
    - 2. Women's Representative
    - 3. Adult League Director
  - F. Junior Division Coordinator
    - 1. Boys' Committee
    - 2. Girls' Committee
      - a. Seeding Committee

**Section 5. Compensation.**

- A. Compensation Amounts
  - 1. Division Coordinators
 

Compensation for Division Coordinators shall be determined by a recommendation from an ad hoc Stipend Committee with the approval of the Board of Directors. Current compensation figures for each of the Division Coordinators can be found in the Best Practices Manual.
  - 2. All Other Positions
 

The Board of Directors of the Arizona Region must approve the creation and corresponding compensation of all paid positions in the Region prior

to hiring anyone to fill the position. Compensation recommendations must come from the appropriate Division and be approved by the Board of Directors before a job offer shall be made to an applicant. Current compensation figures for each of the paid positions can be found in the Best Practices Manual.

**B. Wage Positions**

**1. Hiring**

All paid positions under a Division Coordinator must be filled through a formal application process that provides a minimum of 30 days for applications to be submitted. An ad hoc Hiring Committee, chaired by the appropriate Division Coordinator will be formed to generate a list of duties and responsibilities for each paid position, to suggest the compensation for the position and to interview the applicants. The final decision shall be left to the Division Coordinator. Once the decision has been made, the Board shall be notified.

**2. Compensation Conflict**

Members of the Board of Directors of the Arizona Region are not allowed to receive compensation for a salaried position under any Division Coordinator. In the event that a Board of Directors member wishes to fulfill the duties of a paid position under a Division Coordinator, the Board member must choose which position he/she would prefer to be compensated for but it cannot be both.

**C. Reimbursement/Allowance**

**1. Reimbursement**

All office duties shall be carried out by the office staff. Members of the Board of Directors and/or Junior Committee shall not be reimbursed for office expenses. Any exception to this will require a written request to be considered by the Board of Directors.

**2. Allowance**

Members of the Board of Directors will be entitled to an allowance for cell phone and internet service if the Board member requests the allowance in his budget each year. The maximum amount of the allowance will be determined by the minimum cost of service that can be obtained.

**Chapter IV. Elections.**

**Section 1. Board of Directors Elections.**

Refer to the Arizona Region Constitution, Article VI, Section 1 for information regarding eligibility for office.

Refer to the Arizona Region Best Practices Manual, Chapter VIII, Section 1 for information regarding the nomination and election process.

## **Section 2. Junior Division Committee Elections.**

Refer to the Arizona Region Constitution, Article VI, Section 2 for information regarding eligibility for office.

Refer to the Arizona Region Best Practices Manual, Chapter VIII, Section 2 for information regarding the nomination and election process.

## **Chapter V. Meetings**

### **Section 1. Meeting Time**

There shall be such meetings of the Board of Directors for the Arizona Region as shall be deemed necessary and proper as provided for within this Section.

#### **A. Regular Meetings**

1. Board Meetings are held a minimum of six times per year. The meetings are scheduled for the 3<sup>rd</sup> Tuesday of the month unless otherwise stated.
2. The Annual Team Representative Meeting is held at the General Assembly. All members are encouraged to attend.
3. Meetings of the Junior Forums are held twice a year; The Annual Meeting will be in early August for the Boys' Forum and at the General Assembly for the Girls' Forum. The Girls' Forum will have a Mid-year meeting scheduled in the spring, during the competition season. Dates, times and locations are announced.

#### **B. Special Meetings**

The Commissioner may call a special meeting if time and circumstances demand it.

### **Section 2. Order of Business.**

All business meetings will follow the general agenda:

- A. Call to order
- B. Roll call
- C. Approval of the minutes
- D. Old Business
- E. New Business
- F. Officers Reports
- G. Committee Reports
- H. Announcements
- I. Adjournment



### **Section 3. Committee Meetings.**

Committee meetings shall be called by the chairperson of the committee. Procedures at such meetings are left to the discretion of the chairperson. Reports of each meeting shall be given to the members of the Board at the next Board of Directors meeting.

## **Chapter VI. Finance**

### **Section 1. Membership Fee.**

- A. Individual Fee  
All membership fees are to be paid online in the USAV online registration system or submitted to the Arizona Region office with the membership form and associated documents, if applicable.
- B. Team Fee  
All team fees must be paid to the Arizona Region by the Club Director/Adult Team Rep.

### **Section 2. Tournament Entry Fee.**

All team tournament contracts or individual tournament entry fees must be paid as established in the contract by the Club Director or Adult Team Rep and by the published deadlines in the Junior Club Contracts or the Adult Tournament Agreement.

### **Section 3. Fiscal Year.**

The fiscal year of the Arizona Region shall begin on July 1 and close on June 30. The Board of Directors shall have the authority to change the fiscal year.

### **Section 4. Annual Audit.**

A certified public accountant or an otherwise agreeable choice shall conduct an annual audit/review of the general financial condition and operations of the Arizona Region to be submitted to the Board of Directors for examination and approval.

### **Section 5. Annual Budget.**

- A. Division Budgets  
Every Division Coordinator shall submit a budget for their Division to the Treasurer on or before the annual summer Arizona Region Retreat.
- B. Region Budget  
The budgets for all Divisions must be submitted and combined for approval by the Board prior to the beginning of upcoming fiscal year.

## **Chapter VII. Amendments and Revisions**

The Arizona Region By-Laws may be amended by a simple majority vote of the Board members present at any regular meeting provided that the proposed amendment has been presented at a previous meeting at least ten days prior.